

REVENUE DEPARTMENT



<h2>JOB RE-ANNOUNCEMENT</h2>		POSTING DATE 04-10-06	
		CLOSING DATE 04-17-06	
ANNOUNCEMENT NUMBER 004-06			
JOB TITLE/JOB CODE NUMBER Clerk 2, General 60108 Unclassified		PAYGRADE 009	SALARY RANGE (MONTHLY) \$1,621.28 - \$2,836.70
		POSITION # 00125752	
DIVISION Administration		UNIT NAME/LOCATION Facilities Management/Century Center	
<p>THIS ANNOUNCEMENT IS OPEN TO:</p> <p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input checked="" type="checkbox"/> ALL QUALIFIED APPLICANTS.</p> <p>SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.</p> <p>Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205</p> <p>If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)</p>			
<p>GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION</p> <p>Under general supervision, uses independent judgment and initiative to perform administrative and advanced clerical duties in support of an organizational unit or program area and/or in a specialized functional or activity area. Interprets, explains and applies pertinent laws, rules, regulations, policies, procedures, standards and guidelines. May serve as a primary contact and information source for assigned organizational unit, program area or specialized function/activity. May supervise support staff.</p>			
<p>MINIMUM TRAINING AND EXPERIENCE</p> <p>One year of experience performing clerical tasks of routine difficulty.</p>			
<p>PREFERRED QUALIFICATIONS</p> <p>Completion of a high school diploma or equivalent (GED). Van, Forklift, and Truck driving ability needed. Must be able to lift 50 lbs. Good interpersonal skills. Good oral communication skills. Good customer service skills. Must be able to travel daily to the Regional Offices with occasional overnight trips. Ability to multi-task and prioritize workload. Good organizational skills. Ability to meet the terms and conditions of employment with the Motor Vehicle Division.</p>			
<p>COMMENTS</p>			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.